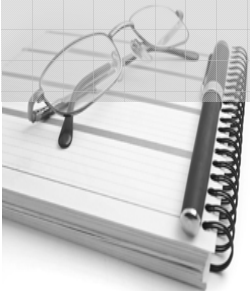


Chapter 5



User Personalization of AASIS

Course Map

Introducing AASIS

Logging On and Off AASIS

Understanding the AASIS Window

Navigating Through AASIS

User Personalization of AASIS

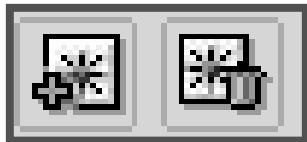
Entering and Saving Data

Working with Multiple Sessions

Employee Self Service (ESS)

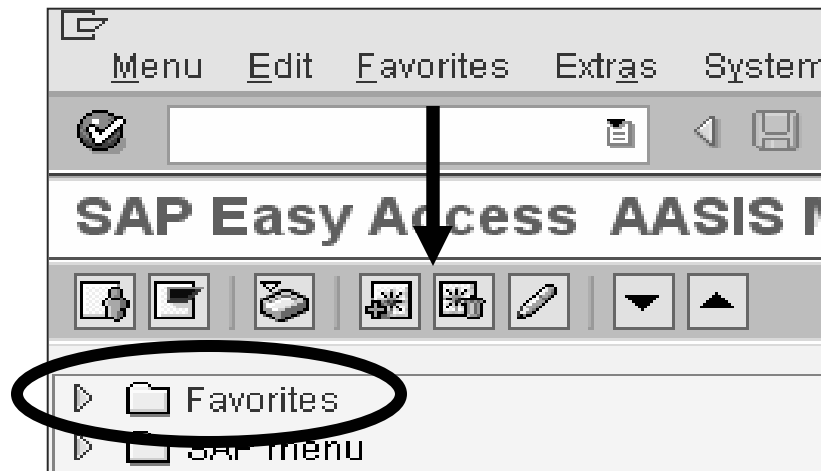
Favorites Folder

Add/Delete
Favorites



ADD

DELETE



The **Favorites** folder is a valuable AASIS tool available to help you personalize your menu.

The **Favorites** folder allow you to create a list of transactions you use frequently.

There are several ways to add transactions to the Favorites folder.

Adding Transactions to Favorites Folders



Add to Favorites Icon

The 'Add to Favorites' icon is a shortcut offered in the toolbar for adding transactions to the Favorites folders.

To use the 'Add to Favorites' icon:

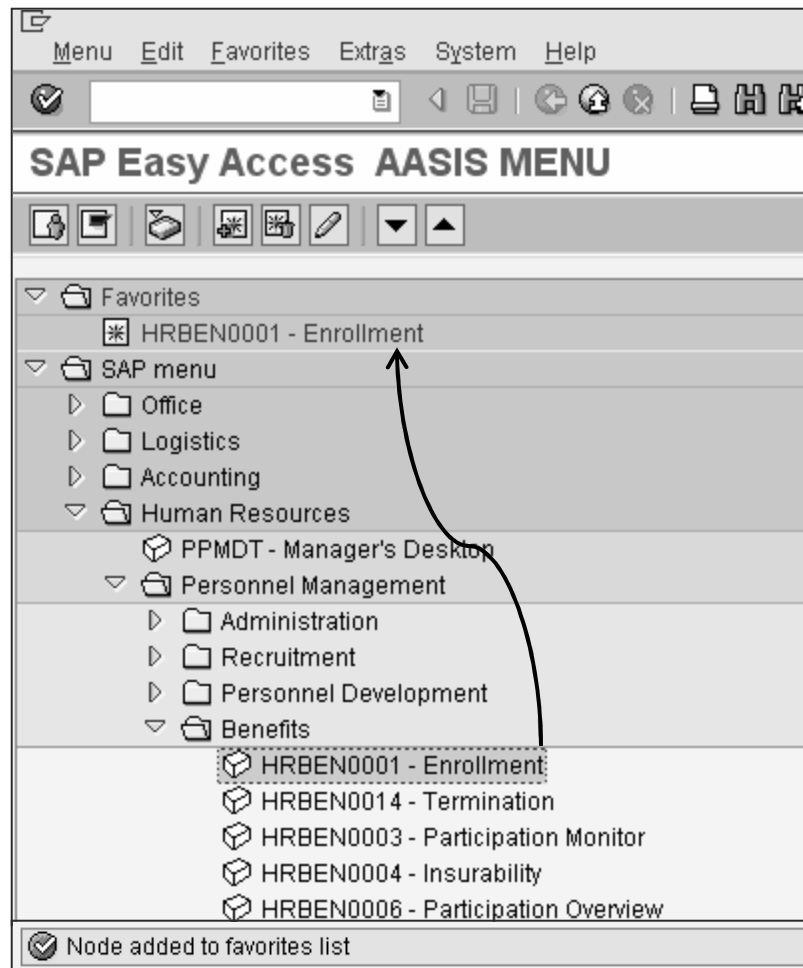
- Select a transaction item from the menu tree.
- Select the 'Add to Favorites' icon

The new item appears at the end of the Favorites list. You can now use the up/down arrows or drag and drop to place the transaction in the proper folder.

Adding Transactions to Favorites Folders



DRAG AND DROP

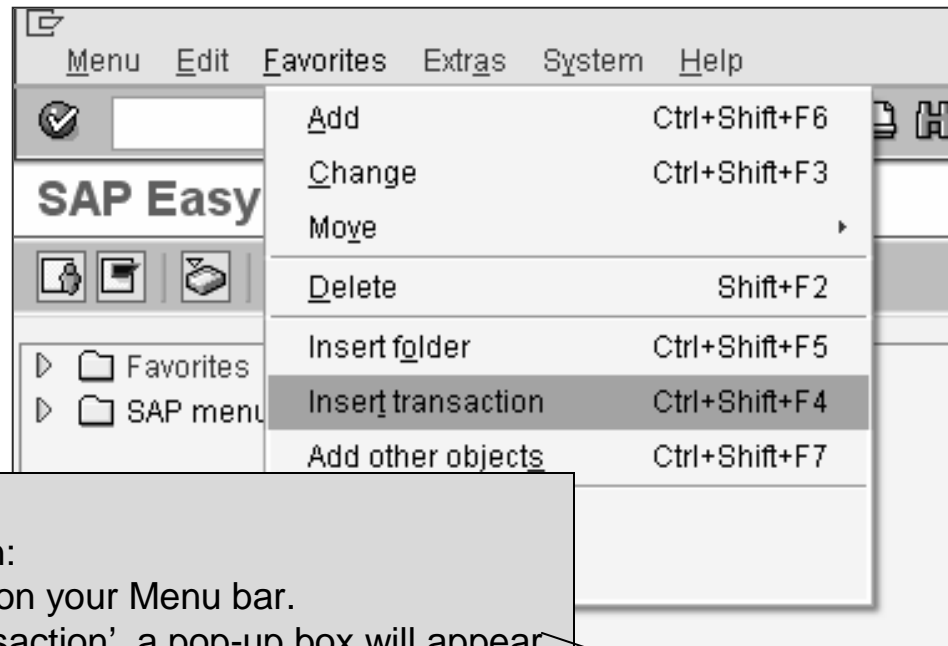


Drag and Drop

- Select an executable menu item using the mouse and keep the mouse button pressed.
- Drag the item to the desired position in your Favorites folder and release the mouse button.
- A message that the sub-folder was added to Favorites appears at the bottom of the screen and the new item is shown below the position where you dropped the item.

Adding Transactions to Favorites Folders

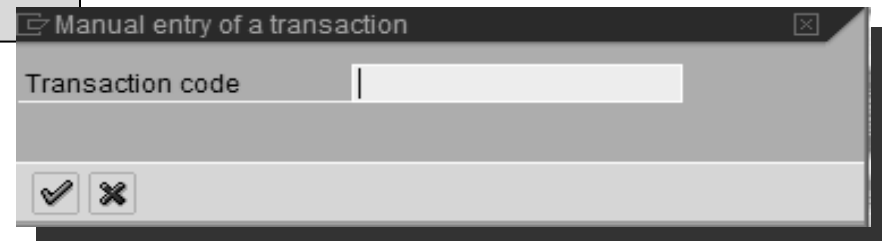
Insert Transaction



Insert Transaction

To add a transaction:

- Select 'Favorites' on your Menu bar.
- Select 'Insert transaction', a pop-up box will appear.
- Enter the desired transaction code and transaction appears under the folder name.



Adding Transactions to Favorites Folders

4

Menu Path

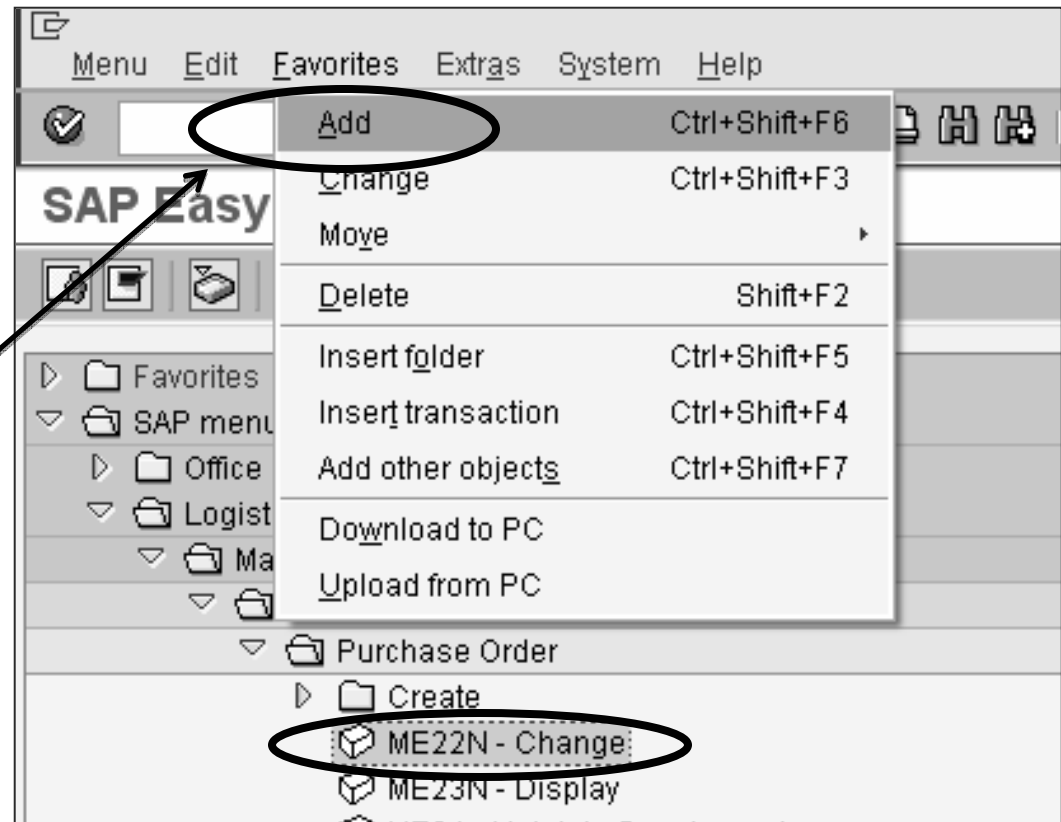
Menu Path

Select a transaction item in the user menu tree structure.

From the Menu bar, select:

Favorites > Add

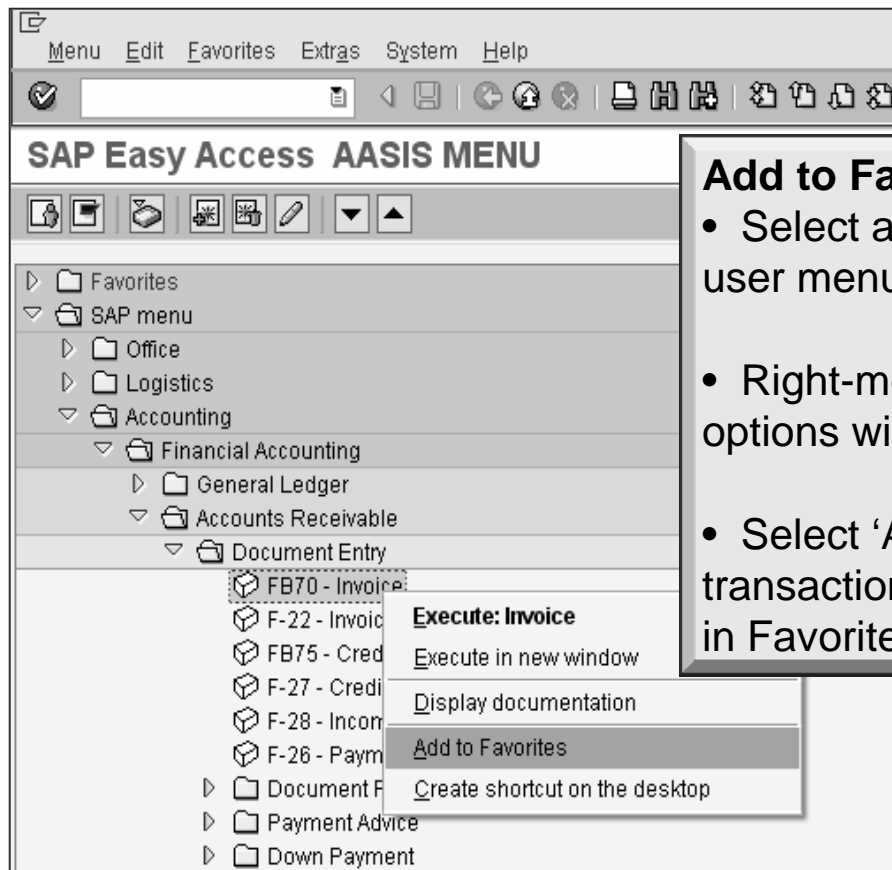
The new transaction item appears at the end of your list.



Adding Transactions to Favorites Folders



Add to Favorites



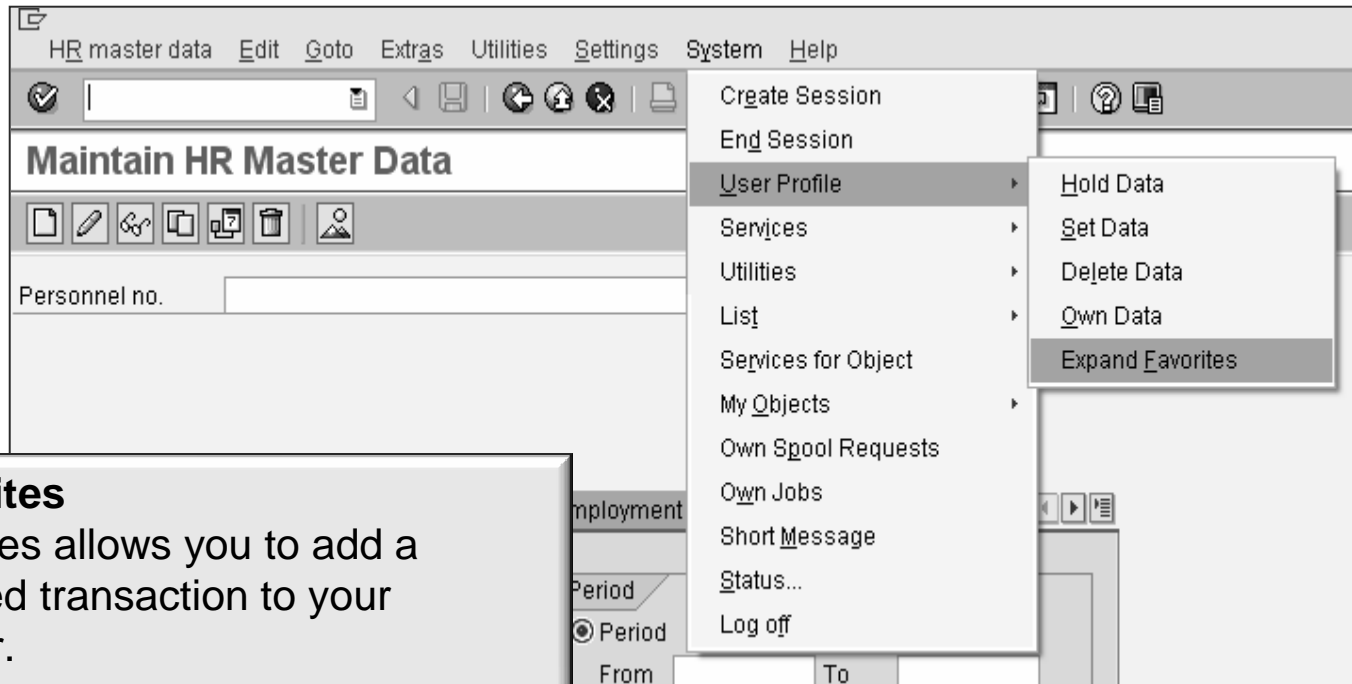
Add to Favorites

- Select a transaction item from the user menu tree.
- Right-mouse click and a list of options will appear.
- Select 'Add to Favorites'. The transaction will automatically appear in Favorites.

Adding Transactions to Favorites Folders



Expand Favorites



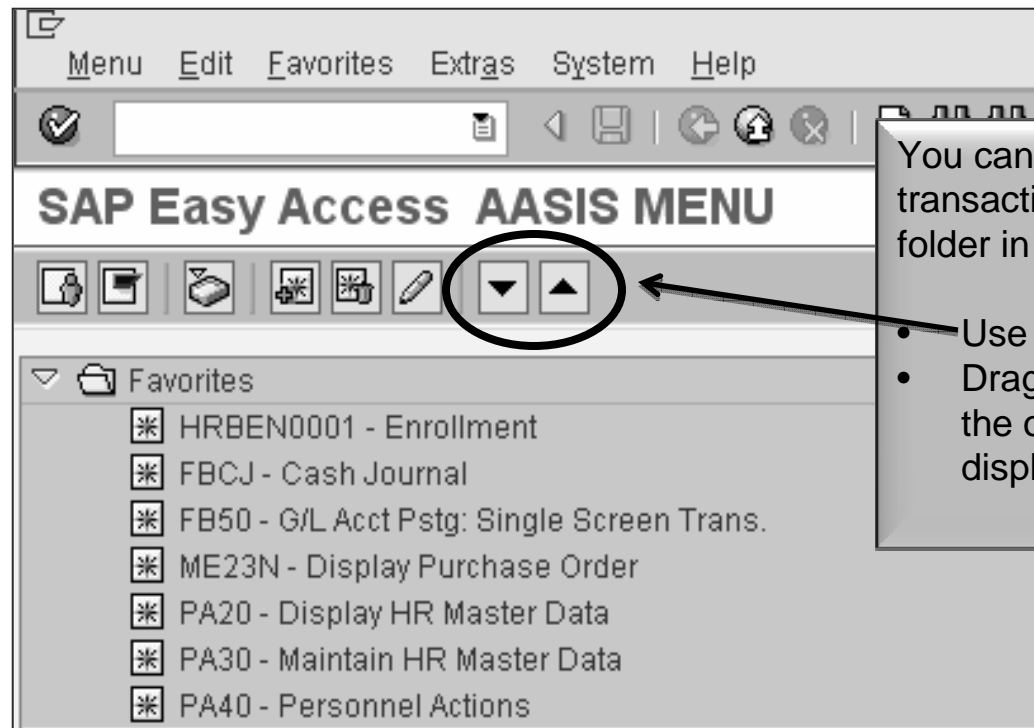
Expand Favorites

Expand Favorites allows you to add a currently opened transaction to your Favorites folder.

To expand your Favorites list:

- Select 'System' from the Menu Bar.
- Once the drop-down list appears, select 'User Profile'.
- Select 'Expand Favorites'.

Change Order of Transaction in Favorite Folders



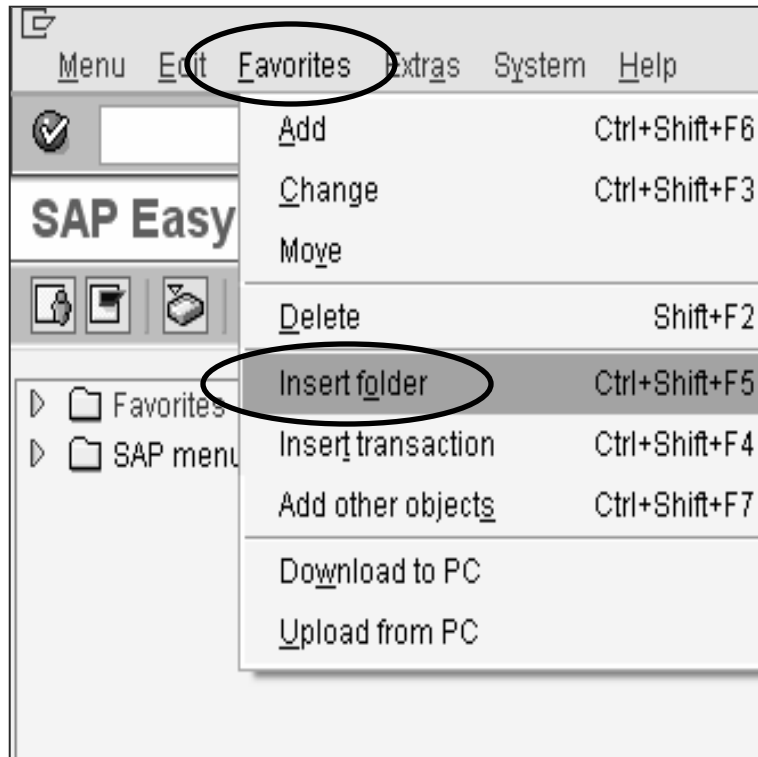
You can change the order in which transactions appear in your Favorites folder in 2 ways:

- Use the up and down arrows.
- Drag and drop the transactions in the order you wish them to be displayed.

Adding Sub-folders to Favorites



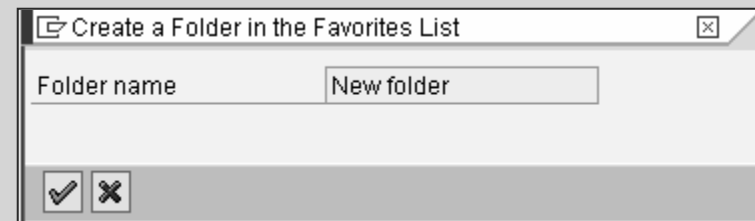
**Insert
Folder**



Adding Sub-folders to Favorites

Subfolders can be added to Favorites by selecting **Favorites > Insert Folder** or by selecting **Control + Shift + F5**

A pop-up box will appear.




Folder name 'New folder' will appear.
Delete and create a subfolder name.

Examples:

"My Purchasing Folder"

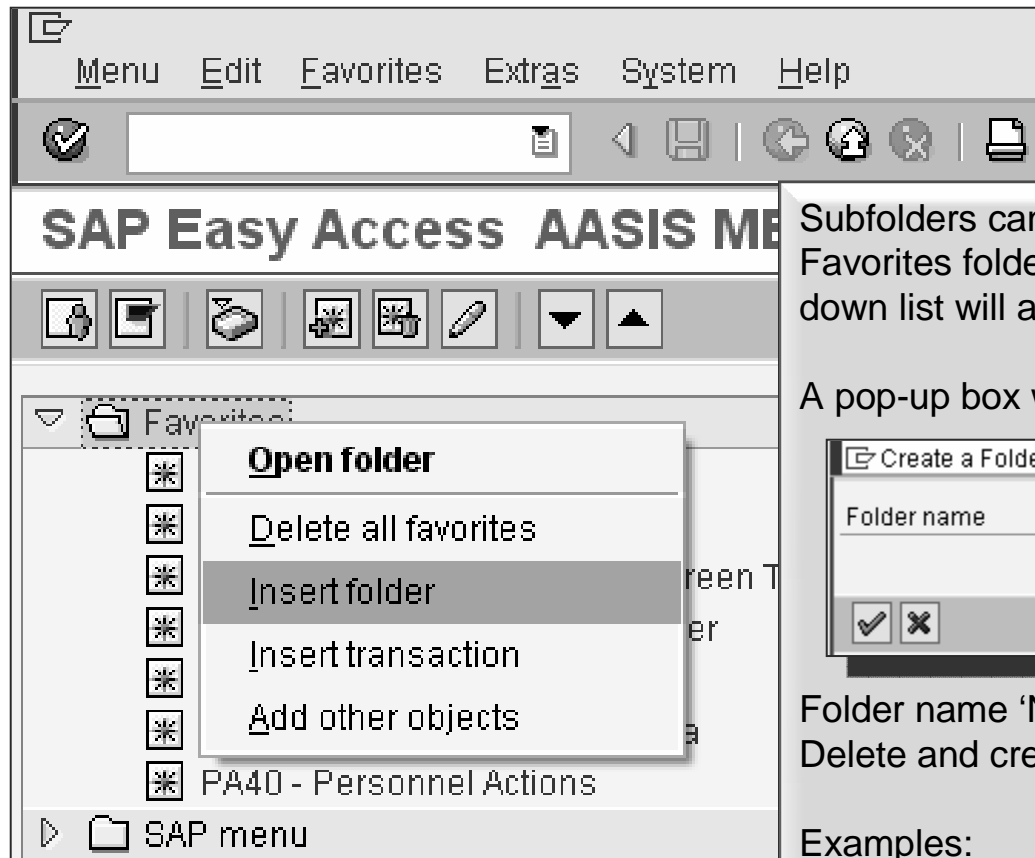
"Time Entry-Agency 0610"

After typing in a sub-folder name, select the 'Enter' icon  to complete the process.

Adding Sub-folders to Favorites



**Insert
Folder**



Subfolders can also be added by selecting the Favorites folder, right-mouse click and a drop down list will appear. Select 'Insert folder'.

A pop-up box will appear.



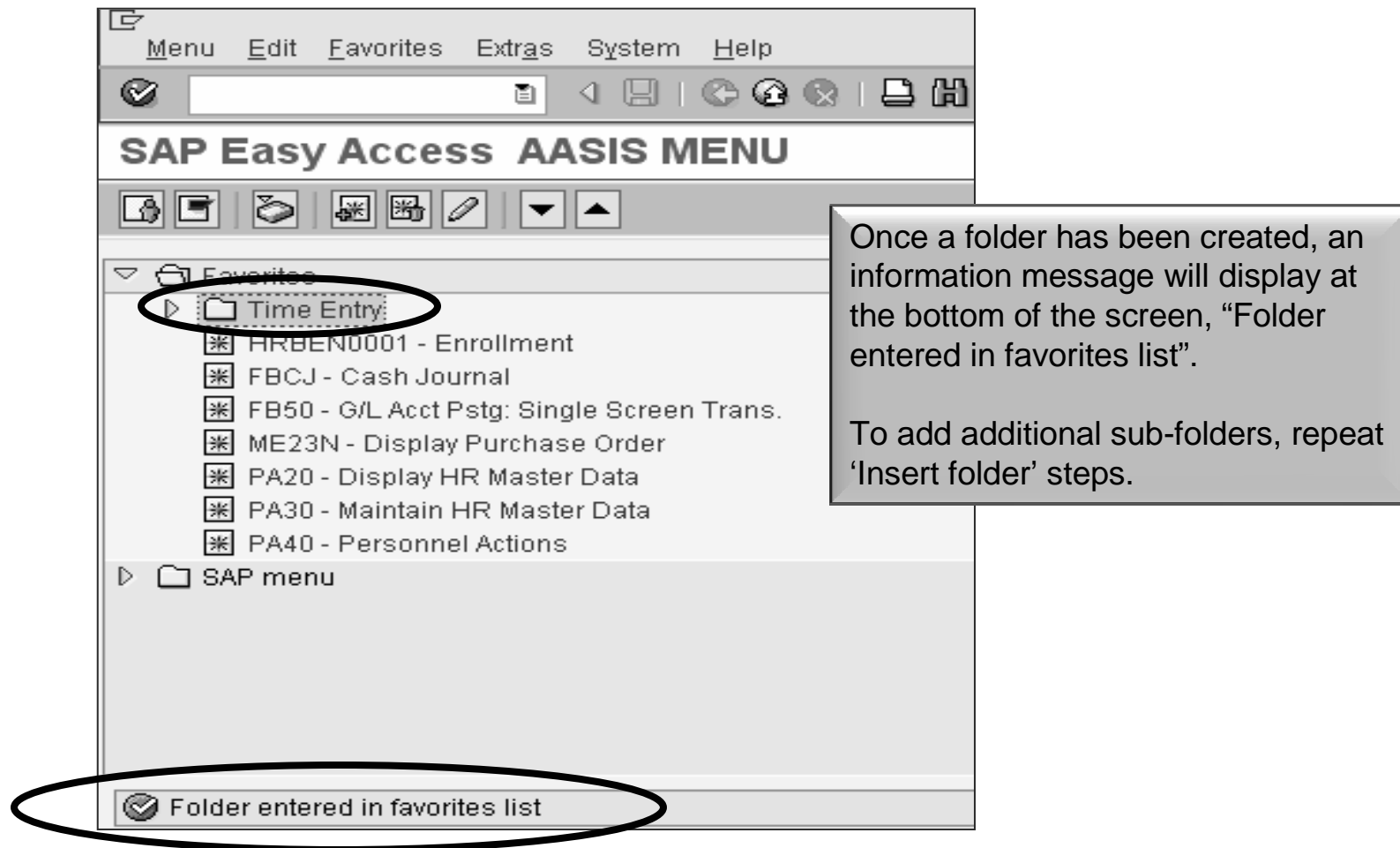
Folder name 'New folder' will appear. Delete and create a subfolder name.

Examples:

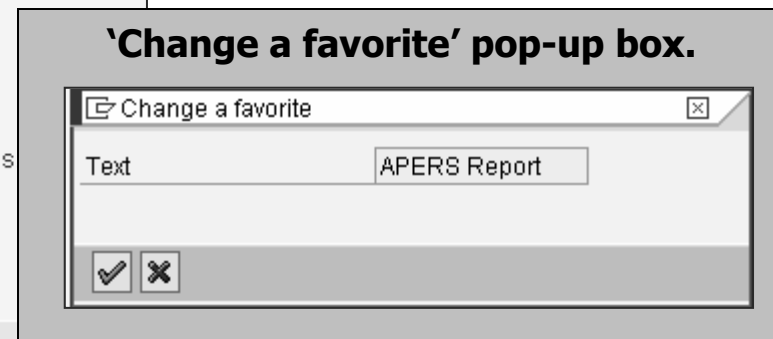
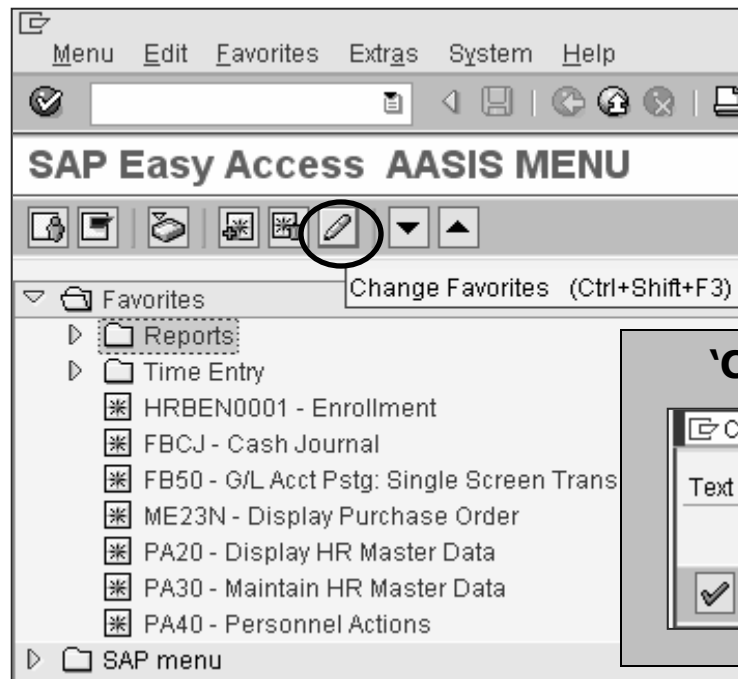
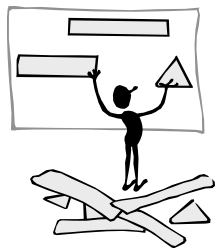
- Time entry folder
- Hiring actions folder

After typing in a sub-folder name, select the 'Enter' icon ☒ to complete the process.

Adding Sub-folders to Favorites



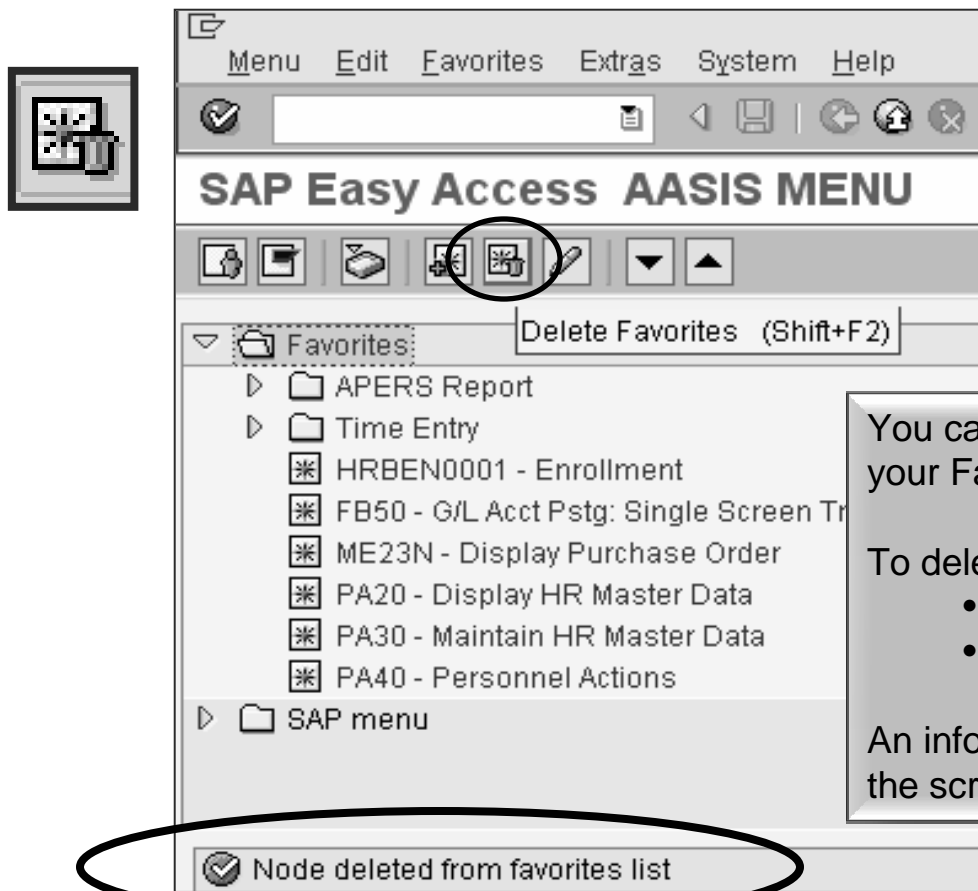
Changing Sub-folders in Favorites



Once folders have been created, you can easily change the current sub-folder name. To change the name of your Favorite's sub-folder:

- Select the sub-folder you want to change
- Select the Change icon.
- A 'Change a favorite' pop-up box will appear.
- Delete the current sub-folder name
- Type in the new name for the sub-folder
- Select the 'Continue' icon or enter to complete the process.

Deleting Sub-folders in Favorites



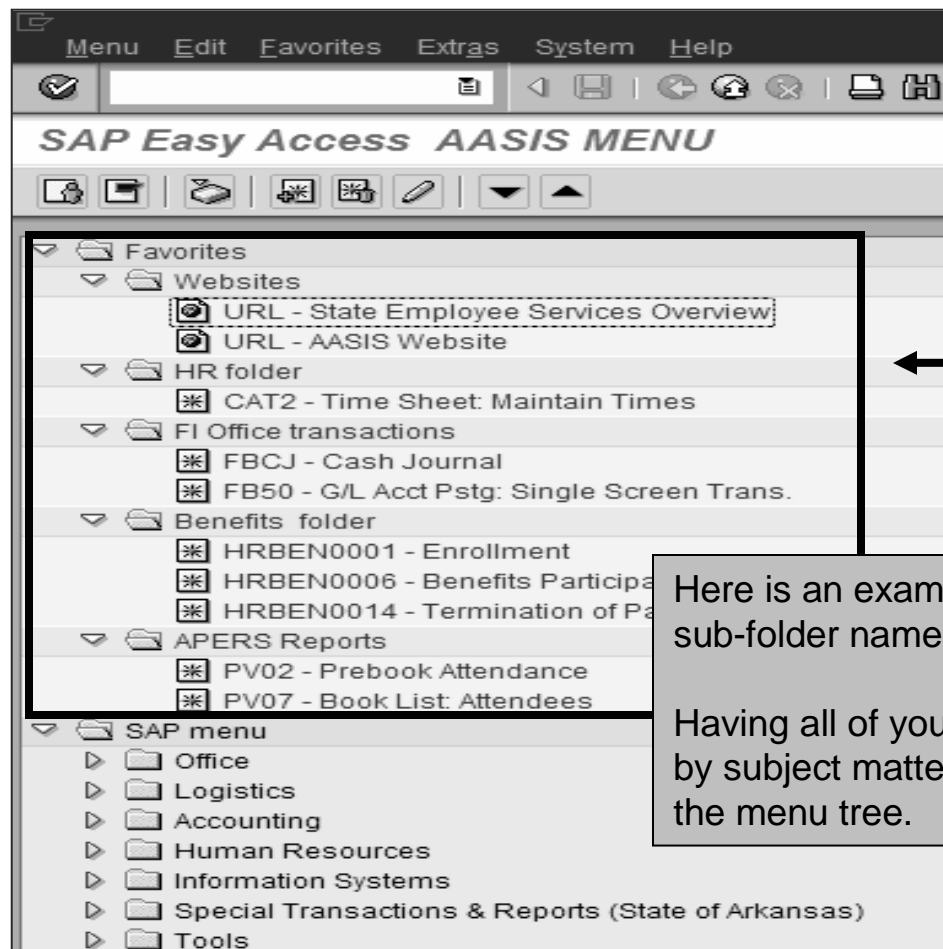
You can easily delete a transaction or sub-folder from your Favorites.

To delete a transaction or sub-folder:

- Select the item
- Select the 'Delete Favorites' icon or (Shift+F2).

An information message is displayed at the bottom of the screen, "Node deleted from favorites list"

Complete Favorites Folder Set-up



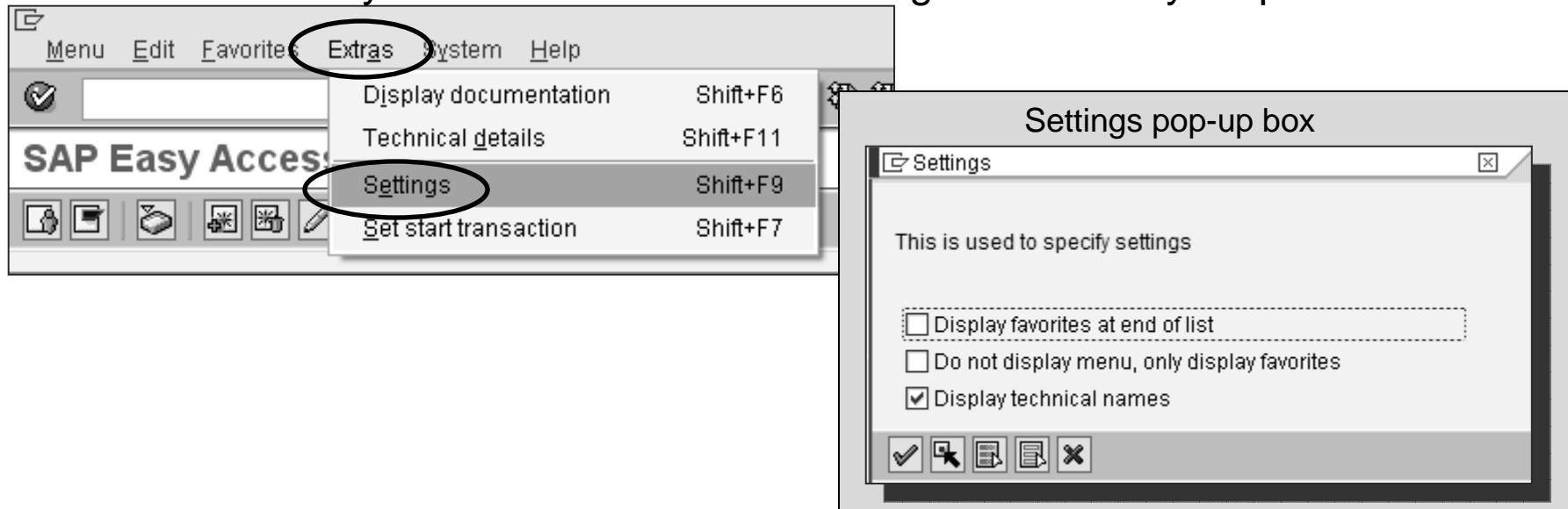
Example of a complete
Favorites folder

Here is an example of a completed Favorites folder with sub-folder names and transactions.

Having all of your frequently used transactions grouped by subject matter, will save you time searching through the menu tree.

Screen Settings

The SAP Easy Access screen can be changed to reflect your preferences.



"Display favorites at the end of the list" affects the order of the menu tree structure displayed on the initial Easy Access screen. By selecting this checkbox, Favorites are moved to the end of your tree structure list.

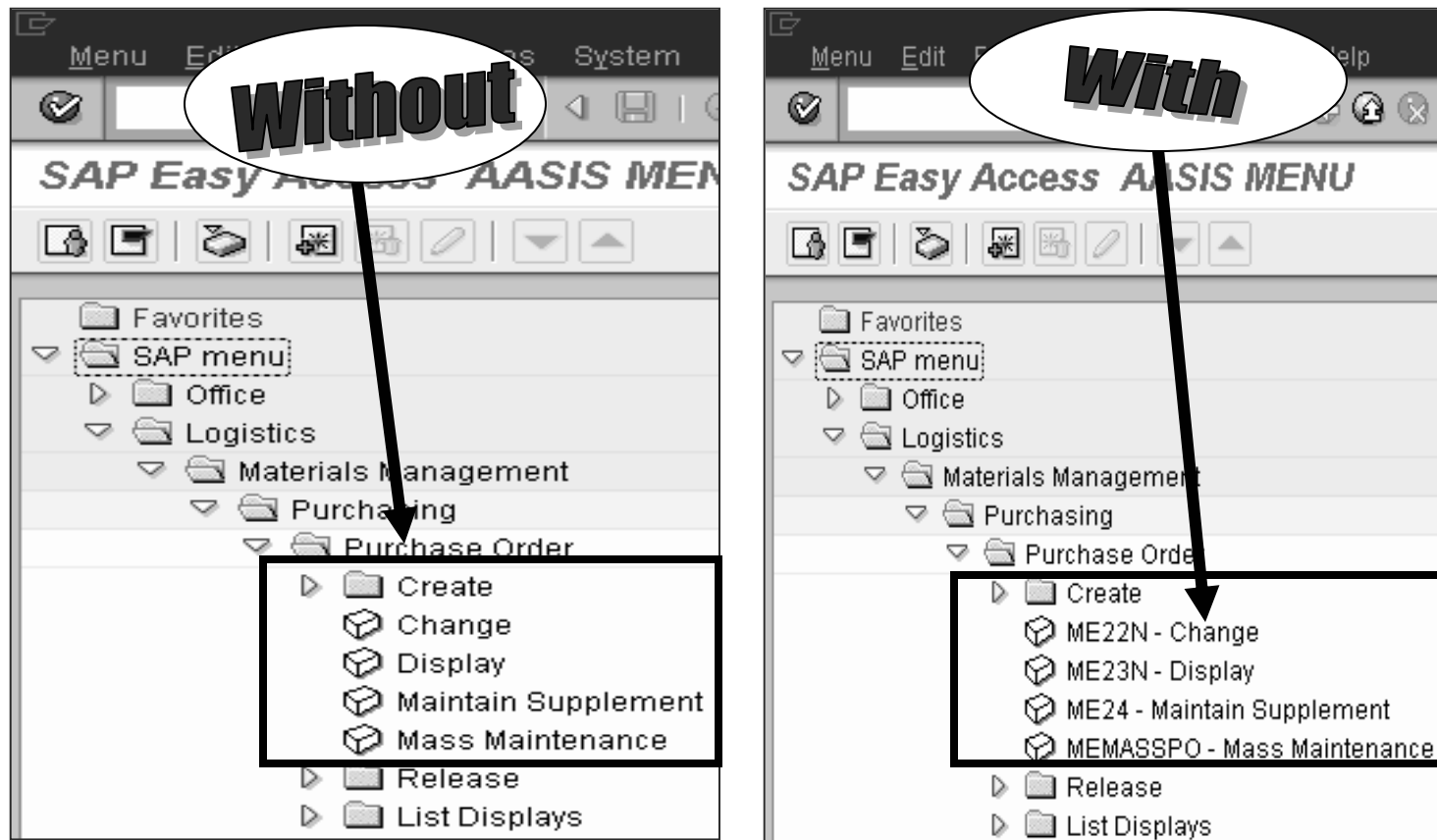
"Do not display menu, only display favorites", affects the menu tree structure display on the initial Easy Access screen. By selecting this checkbox, Favorites is the only menu displayed.

"Display technical names" lists the transaction name with the transaction code on the menu tree.

Screen Settings

Menu Path
Extras > Settings

Technical Names



“Display technical names” lists the transaction name and code on the menu tree.

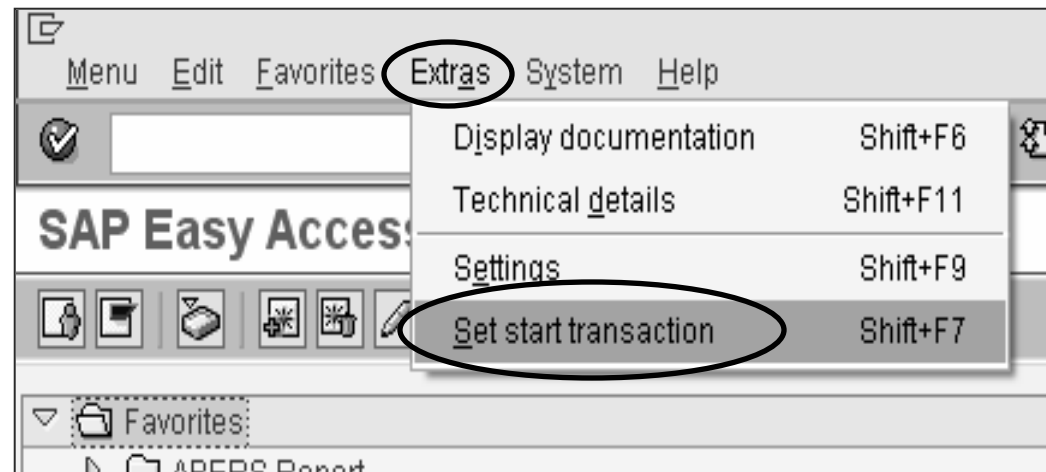
Set Start Transaction

Menu Path:

Extras > Set Start Transaction

or

Select <**Shift+F7**>



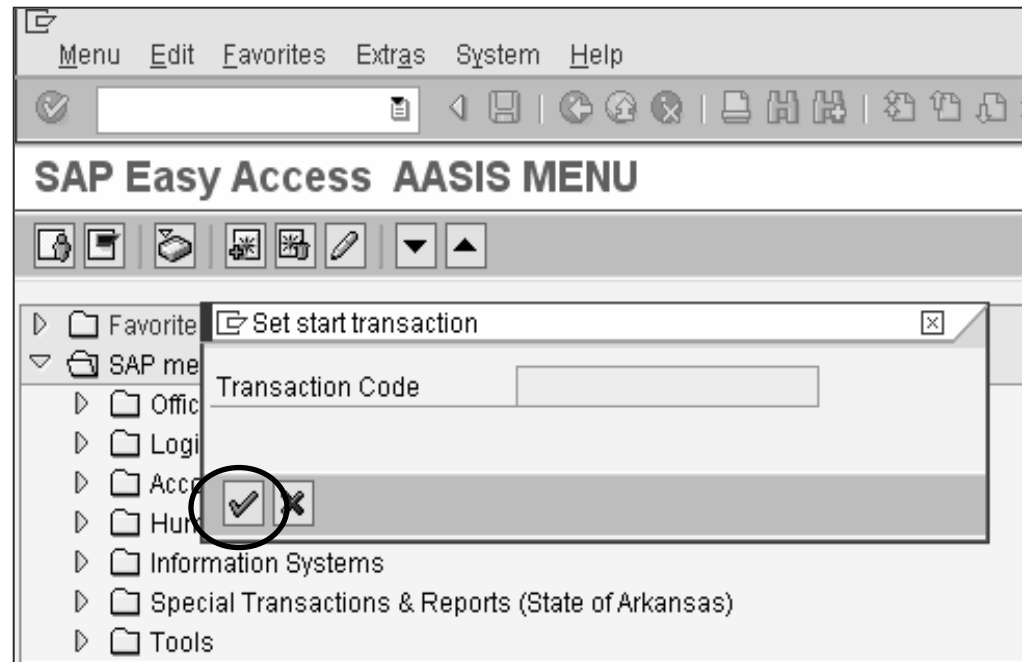
The **Set start transaction** is an excellent tool to use when starting with the same transaction code daily.

For example, if your main responsibility within AASIS is to perform Time Entry, then the system can be set to allow you to start the CAT2 transaction as your initial screen.

Set Start Transaction

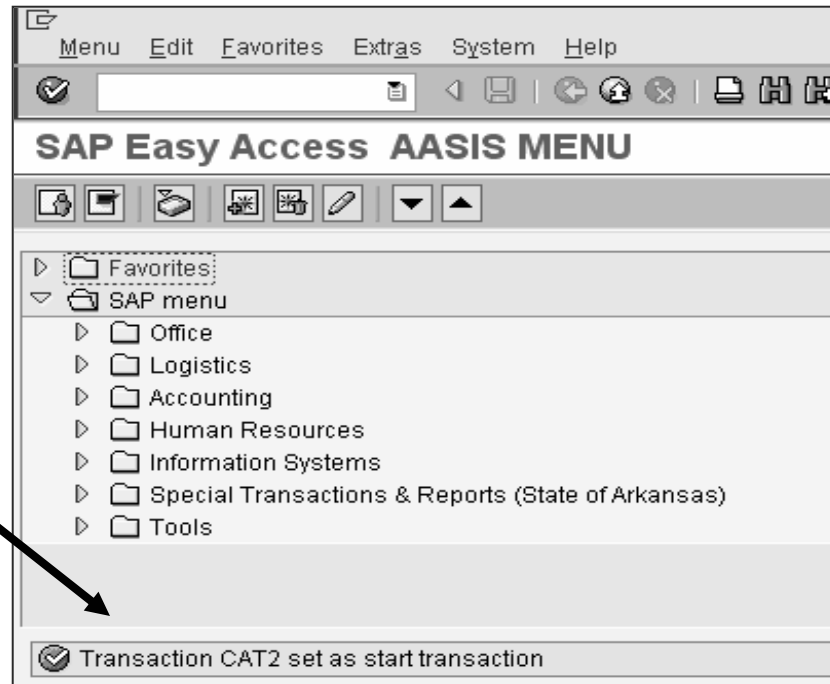
The 'Set start transaction' pop-up box will appear:

- Enter a transaction code in the selection box
- Select the '*Continue (Enter)*' icon to complete the process.



Set Start Transaction

An information message confirms that Transaction CAT2 has been set as your start transaction.

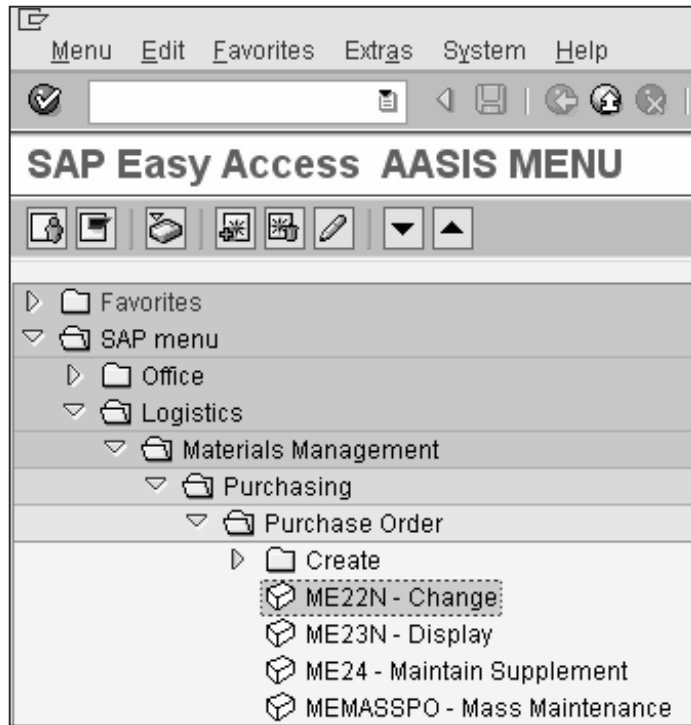


The next time you log on to AASIS, you will be taken directly to your set start transaction. In this example, the CAT2 transaction was chosen as the set start transaction. To access the main menu, select the 'cancel' or 'back' arrow.

The set start transaction can be changed by repeating the steps.

To set your start transaction back to the initial log on screen, delete the transaction from the 'transaction code' box. A message 'Definition of start transaction reset' will confirm the change.

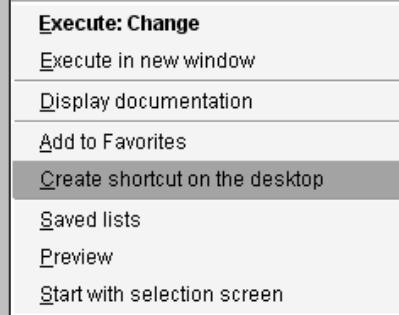
Adding a Transaction to your Desktop



In AASIS, you may need to access a transactions more often than others. A quick way to access a commonly used transaction is to place it directly onto your desktop.

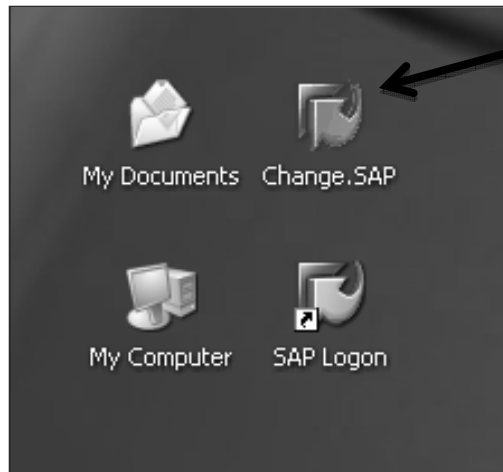
To add a transaction to your desktop:

- Find the desired transaction using your Menu path.
- Once the transaction has been located, select to highlight.
- Right click on the selected transaction and a list will appear.
- Select “Create shortcut on the desktop” from the list.



- Once selected, the message ‘Shortcut created on the desktop’ will appear indicating your shortcut has been created.

Adding a Transaction to your Desktop



Once the transaction has been added to your desktop, you will be able to double-click the created desktop icon to log on.

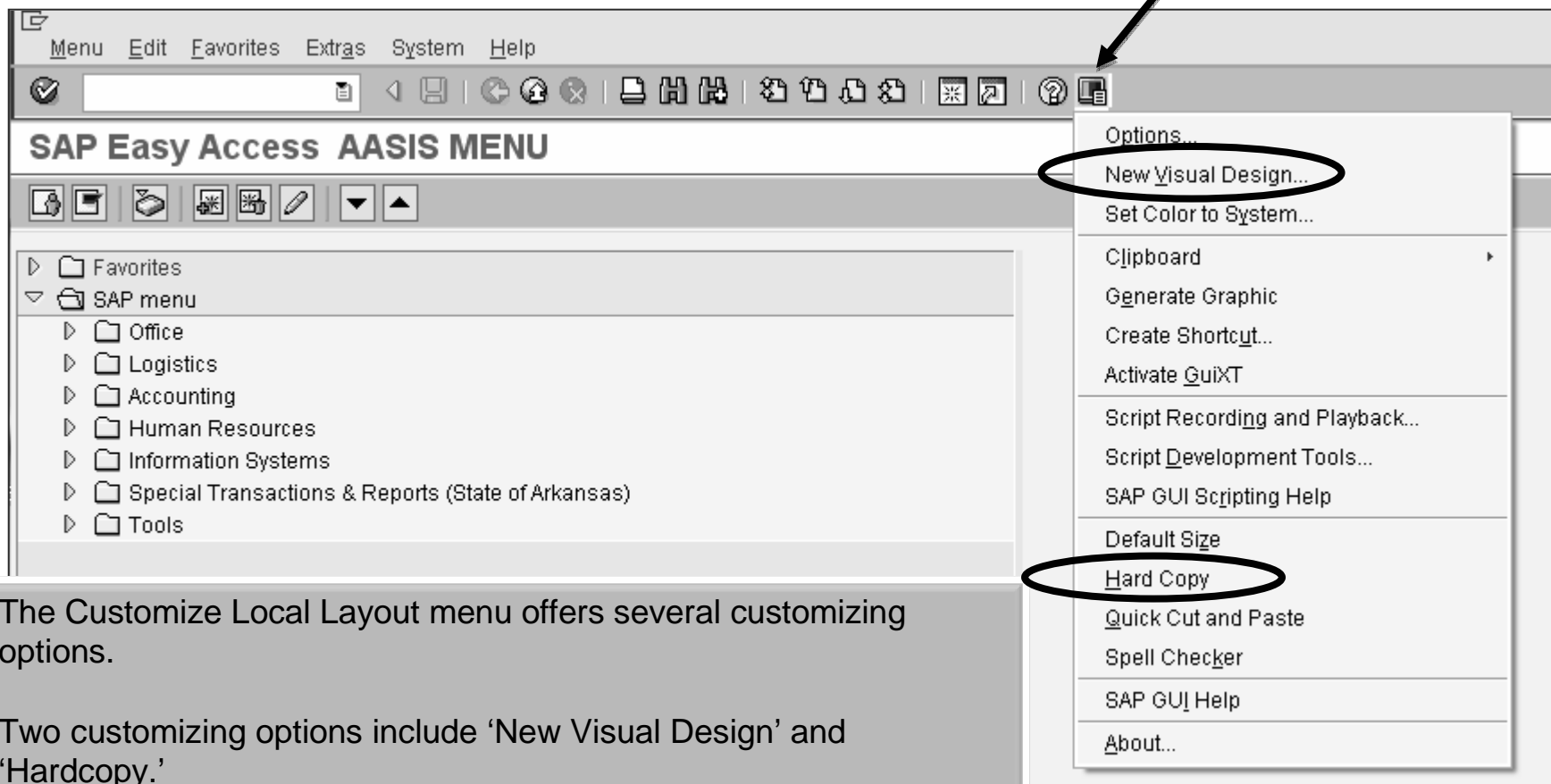
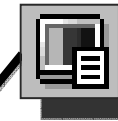
A transaction pop-up box will appear. Your user name should appear in the 'User Name' field. Enter your password to log on.

A screenshot of a dialog box titled 'Change'. It contains a key icon and the text 'Type your user name and password'. There are two input fields: 'User Name:' with the text 'DLPINK' and 'Password:'. At the bottom are two buttons: 'Log On' and 'Cancel'.

This will take you directly to your transaction without accessing the AASIS menu tree screen.

Customizing Local Layout

Customize
Local Layout
(Alt + F12)



The Customize Local Layout menu offers several customizing options.

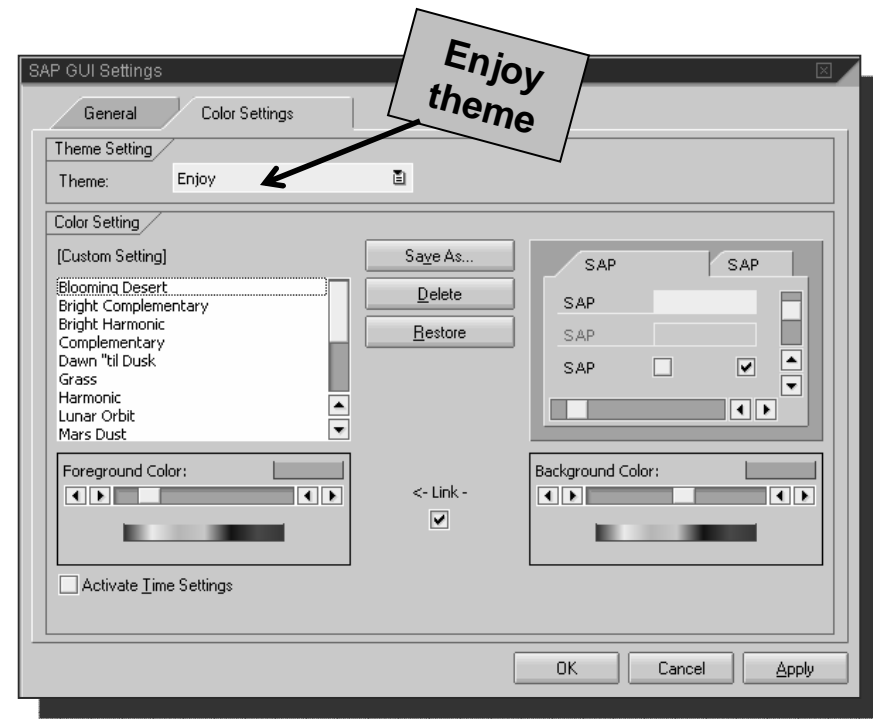
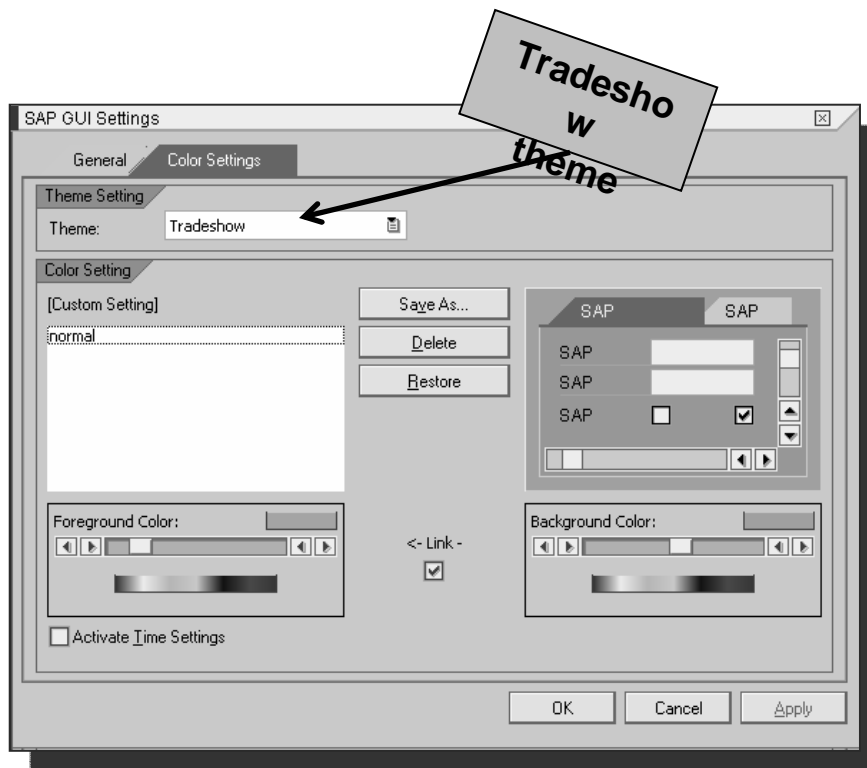
Two customizing options include 'New Visual Design' and 'Hardcopy.'

The New Visual Design allows you to modify the themes and colors of your system and the Hardcopy allows you to instantly print screen shots.

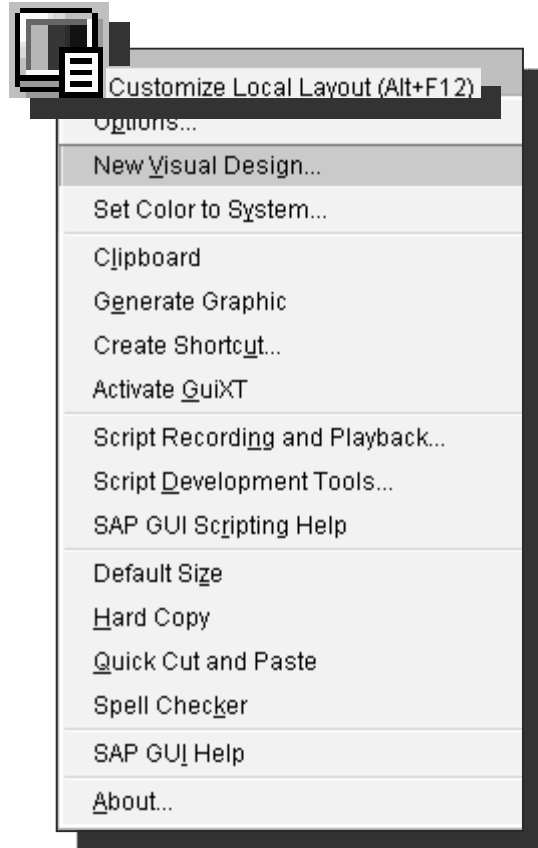
Customizing – New Visual Design



New Visual Design allows users to customize their themes or color schemes in AASIS. The two themes available are *'Tradeshow'* or *'Enjoy'*.

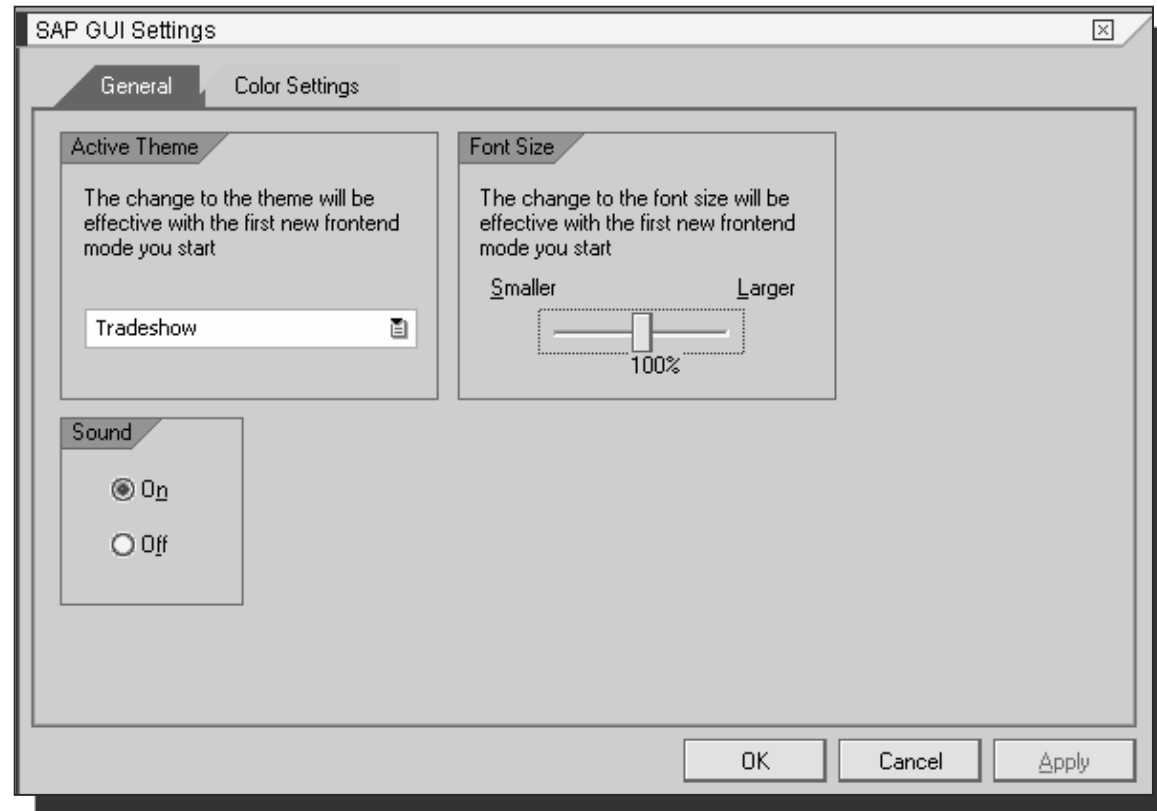


New Visual Design



Select the '*Customize Local Layout*' icon or select '*Alt+F12*'

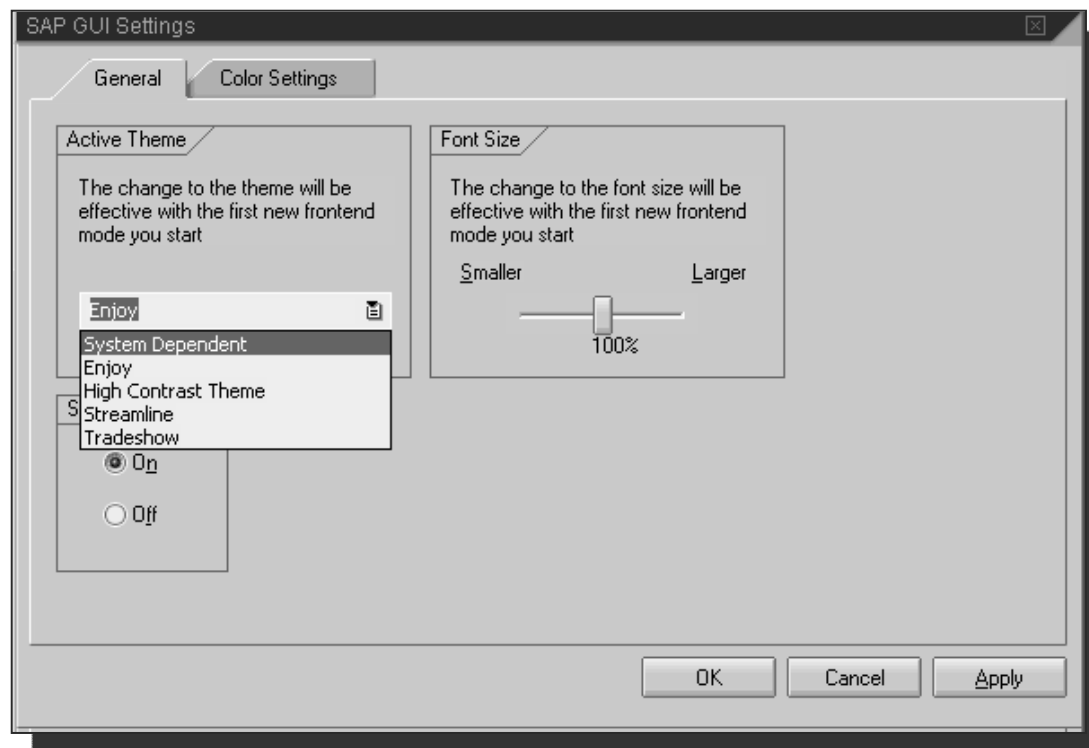
New Visual Design



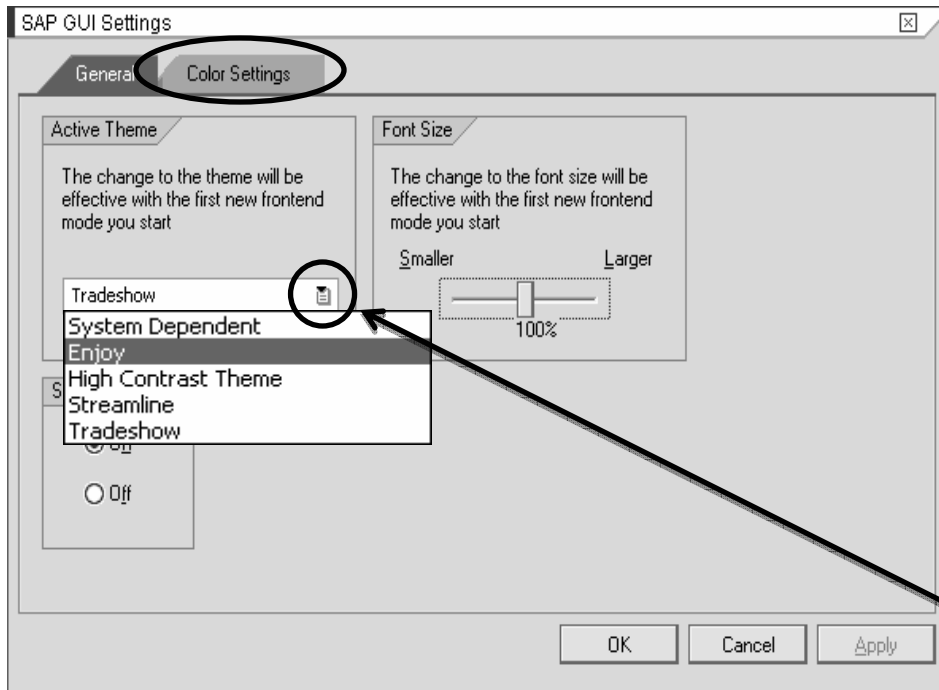
The *SAP GUI Settings* window will appear.

New Visual Design

NOTE: 'System Dependent' is the AASIS default setting which will automatically set your system to the system's default. To change your system to the default setting, under the 'General' tab, select the drop-down icon and select 'System Dependent'. Select 'Apply' to complete the change.



New Visual Design



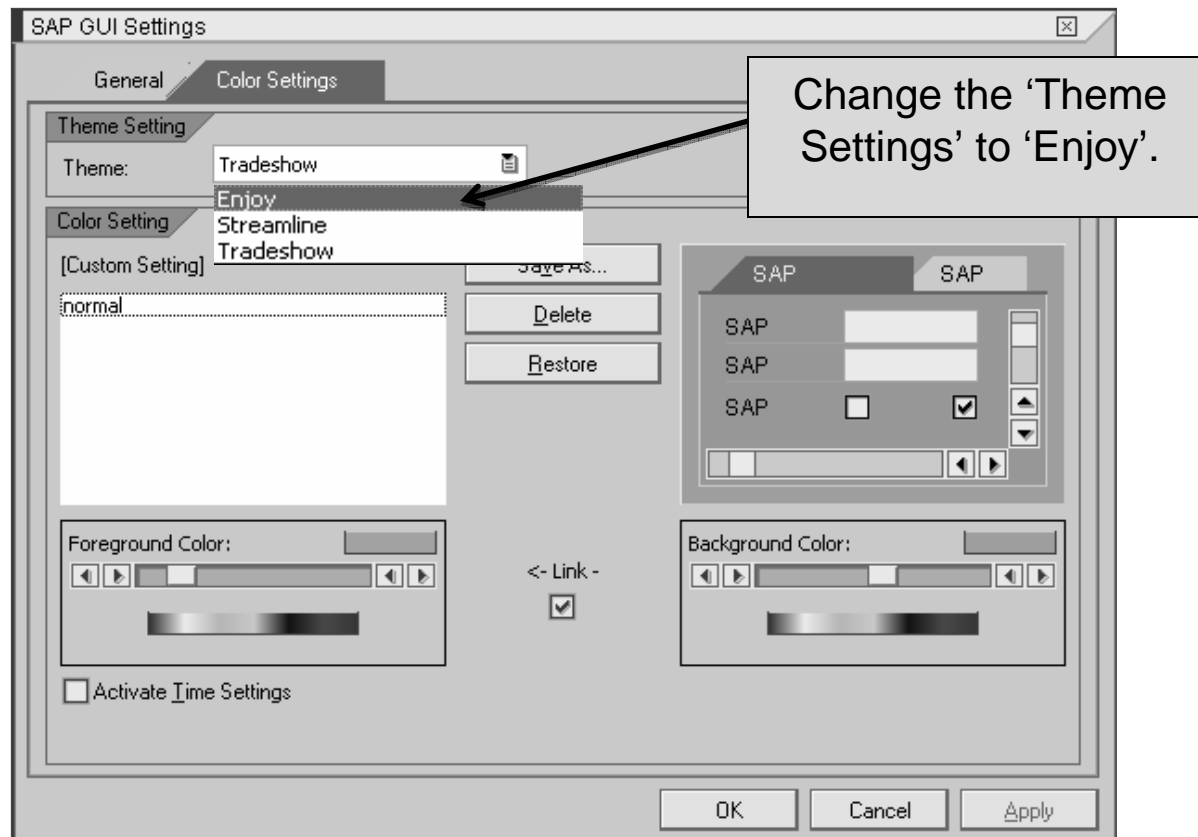
Tradeshaw view is the newer version of the AASIS system and Enjoy is the original view version.

By default, the system's 'Active Theme' may be set to 'Tradeshaw'.

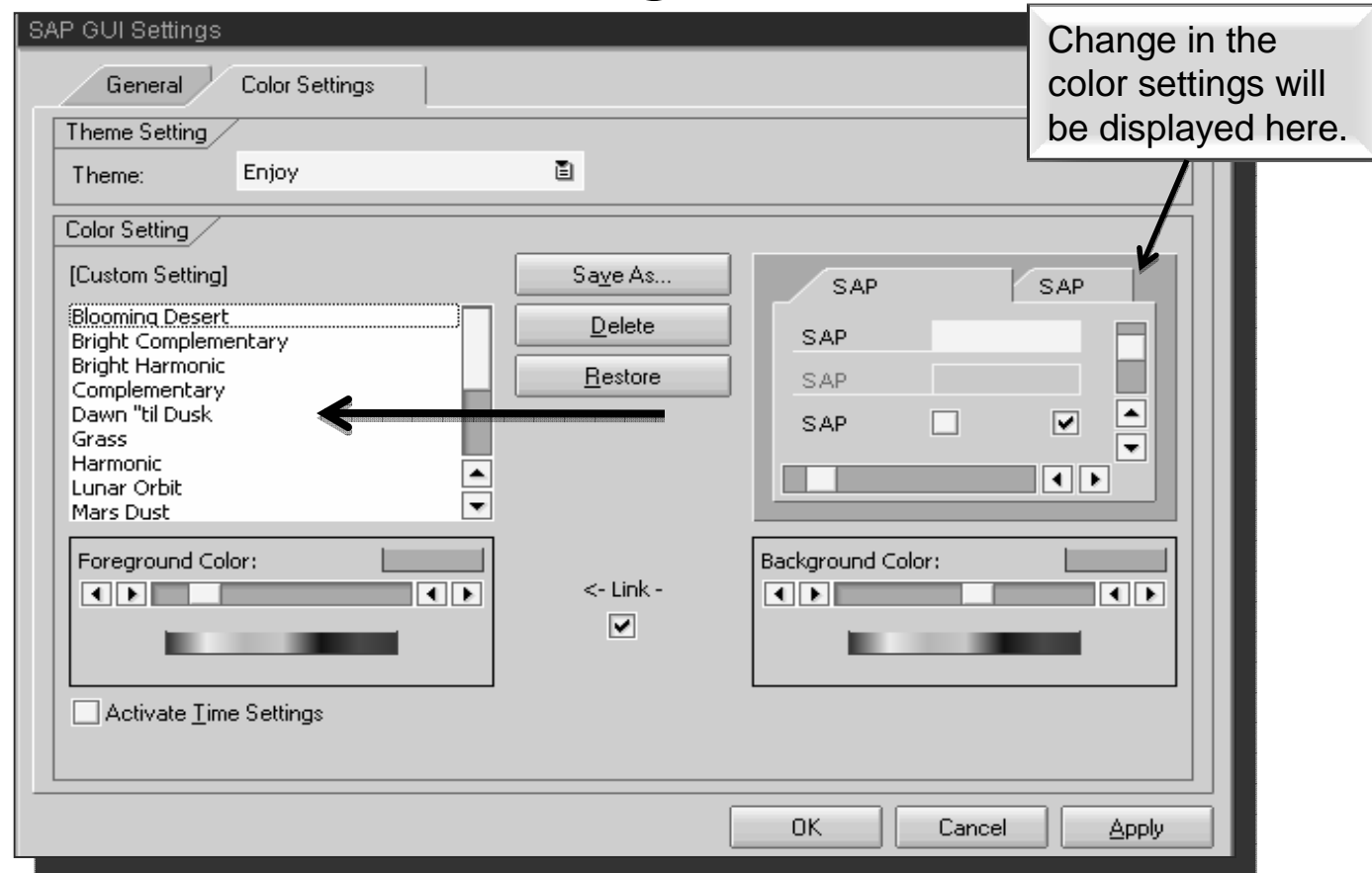
To change your active theme from Tradeshaw to Enjoy complete the following steps:

- Select the drop-down icon to select the 'Enjoy' active theme option.
- Select the 'Color Settings' tab.

New Visual Design

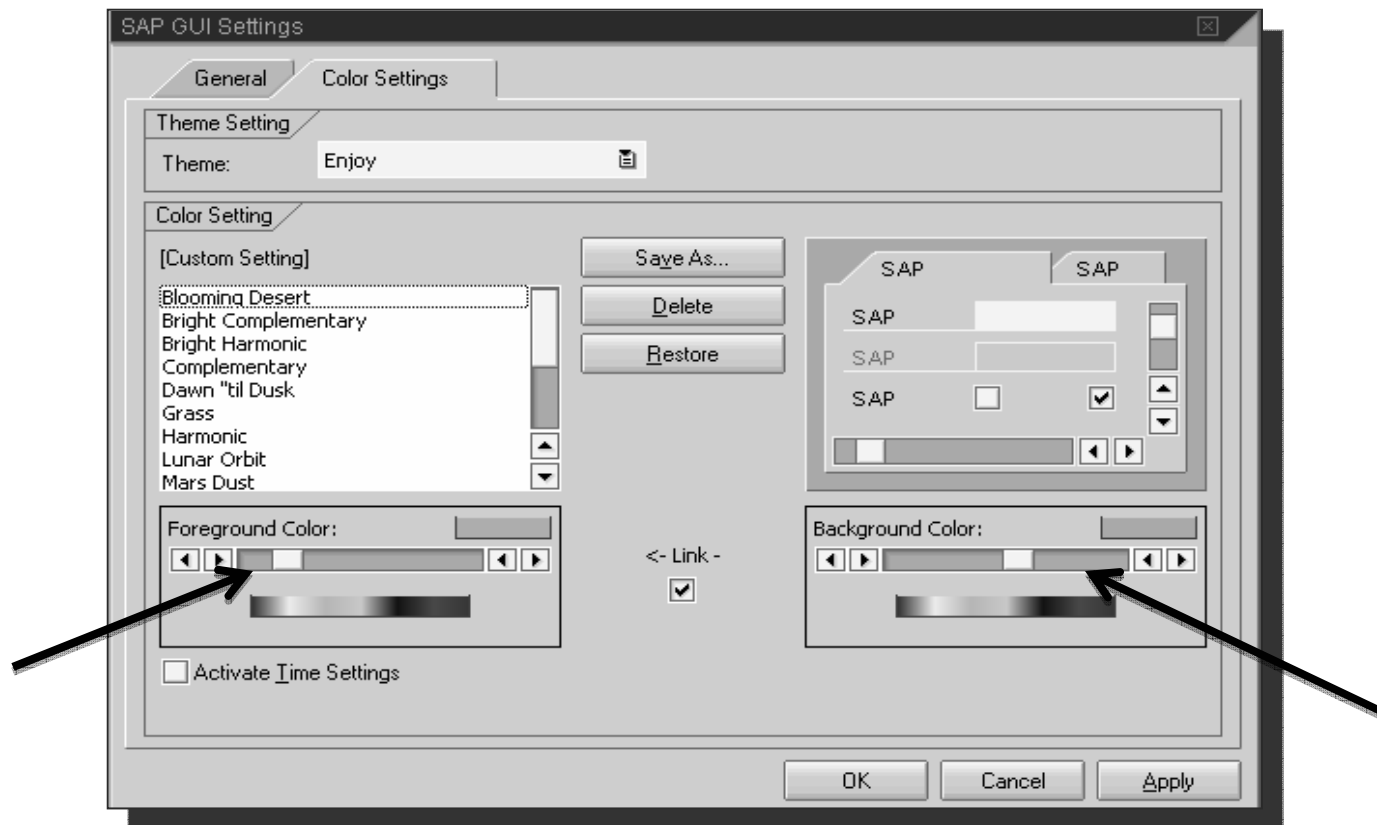


New Visual Design



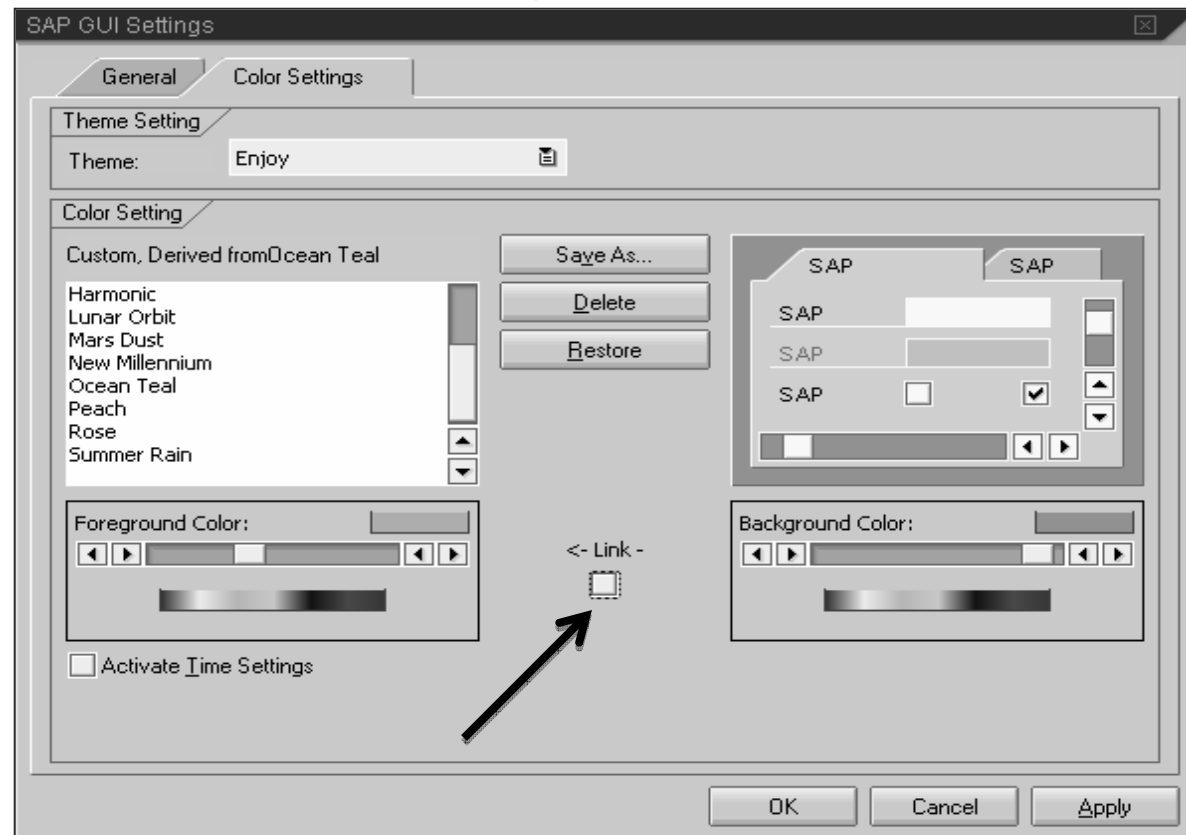
You may change the 'Color Settings' to any of the customized options.

New Visual Design



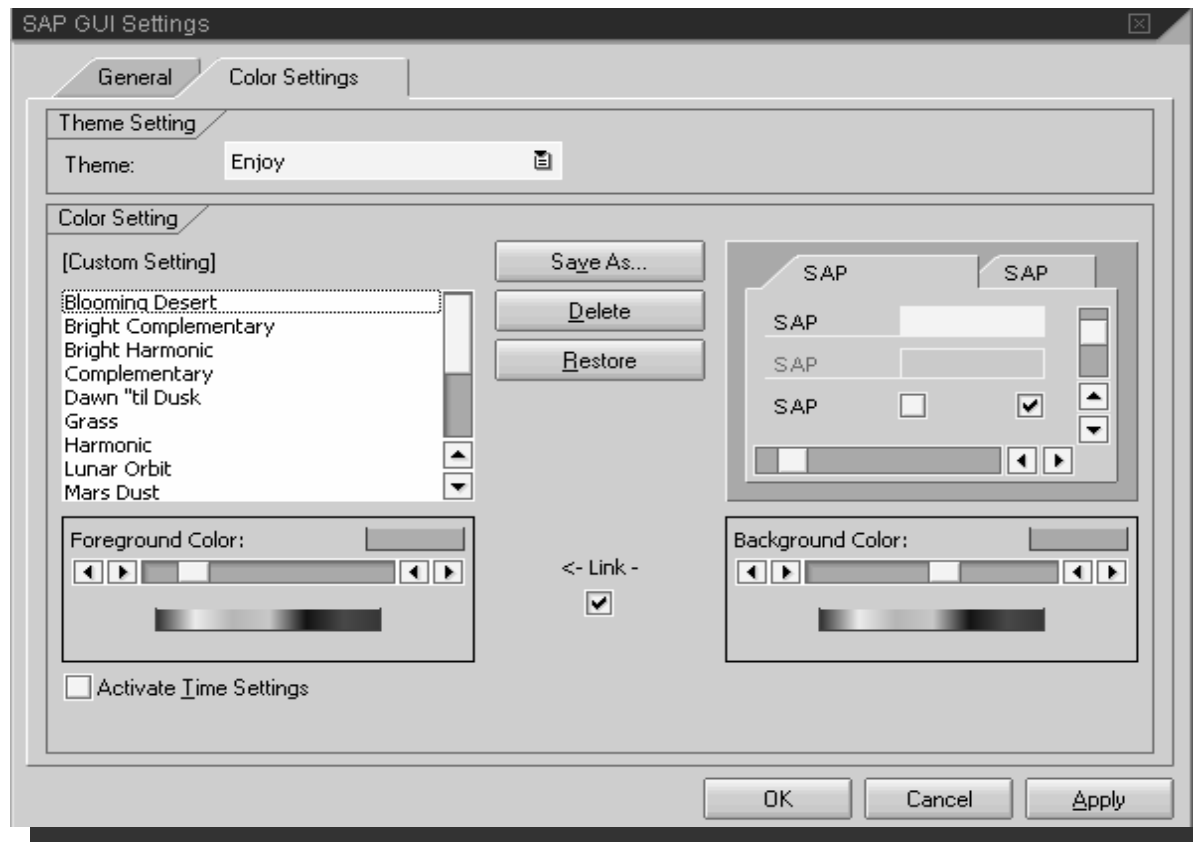
You may also create additional color options by selecting either the 'Foreground Color' or the 'Background Color' slider to change the color variations.

New Visual Design



Note: By unchecking the 'Link' box, the 'Foreground Color' and 'Background Color' sliders will slide individually to allow additional color options.

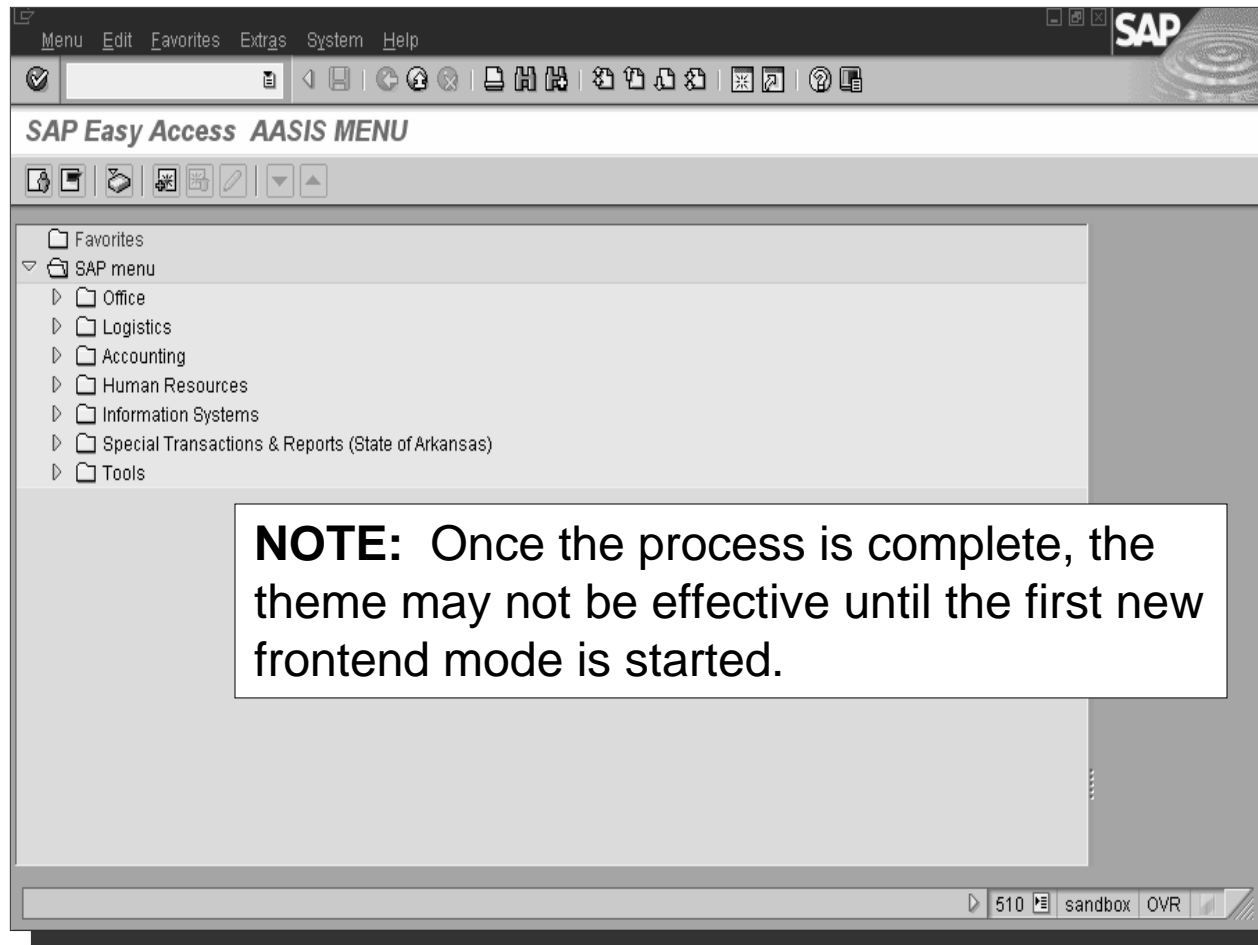
New Visual Design



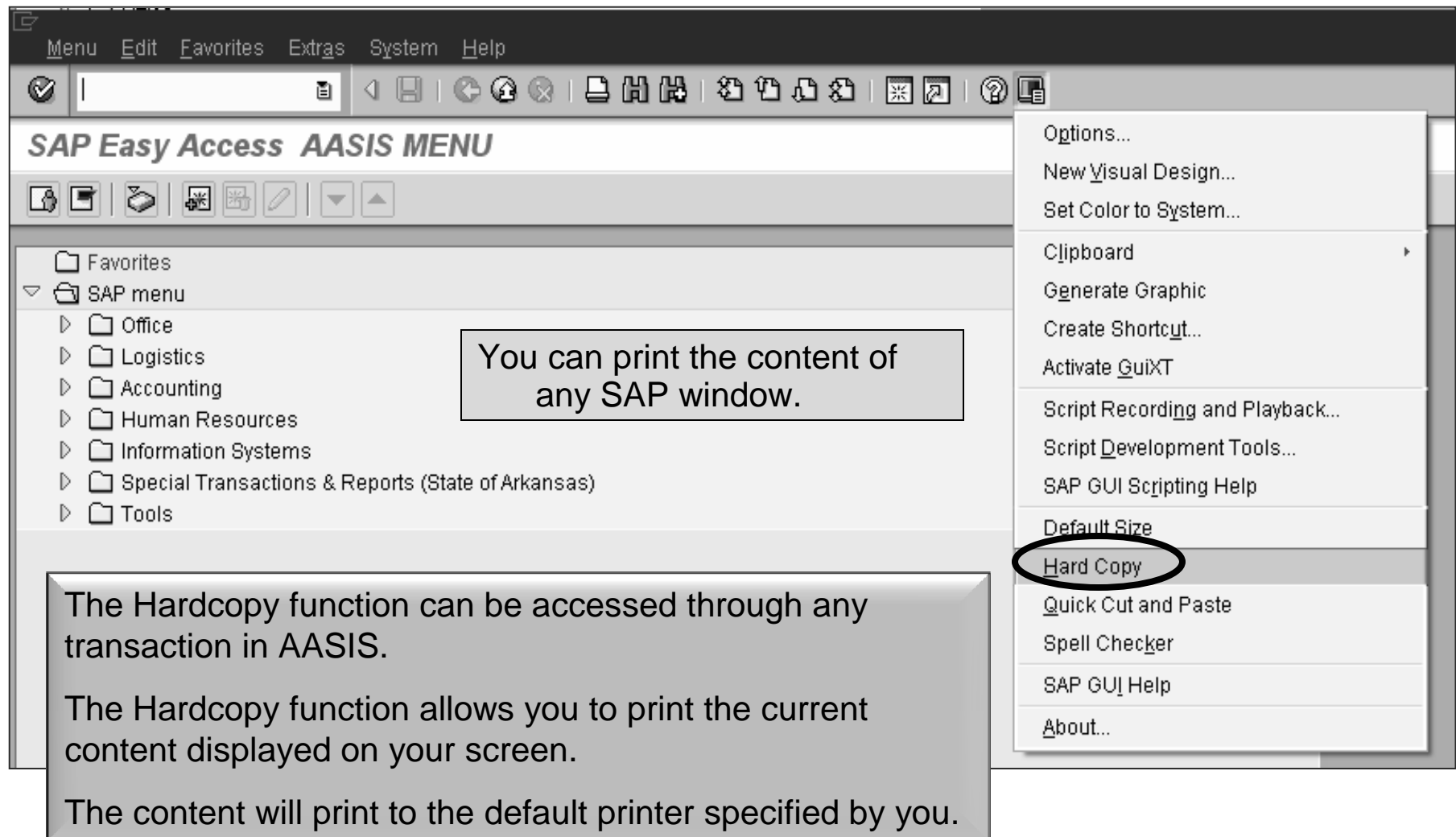
Once your color settings is changed:

- Select 'Apply' to accept the change.
- Select 'Ok' to exit.

New Visual Design



Customize Local Layout - Hardcopy



The screenshot shows the SAP Easy Access AASIS MENU interface. The top menu bar includes 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'SAP Easy Access AASIS MENU' and contains a 'Favorites' section with a 'SAP menu' folder expanded, showing sub-folders like 'Office', 'Logistics', 'Accounting', 'Human Resources', 'Information Systems', 'Special Transactions & Reports (State of Arkansas)', and 'Tools'. A right-hand menu is open, listing options such as 'Options...', 'New Visual Design...', 'Set Color to System...', 'Clipboard', 'Generate Graphic', 'Create Shortcut...', 'Activate GuiXT', 'Script Recording and Playback...', 'Script Development Tools...', 'SAP GUI Scripting Help', 'Default Size', 'Hard Copy', 'Quick Cut and Paste', 'Spell Checker', 'SAP GUI Help', and 'About...'. The 'Hard Copy' option is circled in red. A text box in the center of the screen states: 'You can print the content of any SAP window.'

You can print the content of any SAP window.

The Hardcopy function can be accessed through any transaction in AASIS.

The Hardcopy function allows you to print the current content displayed on your screen.

The content will print to the default printer specified by you.